



**Townsend Council Meeting Minutes**  
**December 4, 2019 @ 7:00 pm**  
**Townsend Town Hall, 141 Main Street**

**7:00 pm - Council Workshop**

- I.** Call to Order: 7:00 pm
- II.** Opening Ceremonies - done
  - a. Roll Call – done (entire council, JDW, AM -JHelms abs)
  - b. Pledge of Allegiance: done
  - c. Recognition of Visitors: done – Welcome to Lieutenant Lloyd, Keith, Cheryl, Dwayne
  - d. Announcements: done
- III.** Additions/Deletions to Published Agenda
  - a. Town Manager A. Mangeri -U of Del not presenting tonight (motion, 2<sup>nd</sup>, vote A.F Y ED Y SL Y)
- IV.** Approval of Past Meeting Minutes - (motion, 2<sup>nd</sup>, vote AF Y, ED Y, SL Y)
- V.** Mayor's Report:
  - a. Town Halls to discuss Tax Proposal – on agenda
  - b. Parking on town streets –
    - Mayor spoke at length about parking complaints and possible solution of a fine for parking on street or permit parking costing \$500.00. Driving is a privilege in DE, not a right and residents would do well to remember this and show consideration for each other.
  - c. Street Repairs update requested 11/20 to be on Agenda for first Jan meeting
- VI.** Reports
  - a. State Police: Lieutenant Lloyd
    - 31 responses, 1 burglary, 1 shoplift, the rest are NR (not reportable)
    - Tuesdays over the past month are the highest crime call day, everyday between 10-2 are when most complaints come in.
  - b. Town Attorney Fred Townsend III: Report under **XI.**
    - FT states that there have been positive interactions on procedures that are due to the town. Townsend is devoted to collecting the funds owed to the town. Reported previously about tax rate adjustments and he recommends it becomes an established and open process in which the public will have the opportunity to be heard.
  - c. Town Engineer Ed Van-Otoo: Project updates
    - Update on various – TV 1 has drainage concerns and private residents have taken things into their own hands and this has led to continual problems, there have been a few meetings looking toward a resolve to no avail. TV 2 repairs are trying to be completed before temperature constraints so there are possible delays.
  - d. Town Manager Anthony S. Mangeri:
    - ~~Report out of UDel public safety research project~~
    - Discussion and possible vote on purchase of additional administrative software.
      - I.** Edmunds vs Iworx comparison in which Edmunds was the selected software to go forward with for our staff. Monitor and track code issues and quote include training and a barcode scanner which is an upgrade to our systems and will include permitting service and self-service. (motion, 2<sup>nd</sup>, vote AF Y ED Y SL Y)
    - Cleaning and uniform buyout of contract (motion, 2<sup>nd</sup>, vote A. Franco-Yea E.Dugan-Yea S.Lobdell Yea)
    - Dell laptop computers

**VII. Committee Reports**

- a. Finance: Chair Mayor Thomas McDonald – Co-Chair CM Anthony Franco
- b. Public Works: Chair CM Edgar Dugan – Co-Chair CM Scott Lobdell
  - Street Lights update – no update
- c. Land Use & Development: Chair CM Scott Lobdell Co-Chair CM Edgar Dugan
  - Planning Update – working on map updates and working on new members
  - Need for Planning Commission Members – no volunteers
- d. Veterans Committee: Chair CM Patrick Miller – Co-Chair Anthony Franco
  - Status of Stocking for Soldiers – AF still going on and offer for new box was accepted. (NOTE: Patrick Miller stated this over on 12/6)
  - Vietnam plaque mention by ED and WW1 & 2, current memorial represents each branch, but we need to explore additional opportunities, looking for Eagle Scout with SL)
- e. Public Safety: Chair CM Patrick Miller Co-Chair CM Anthony Franco
  - Installation of mirror on Railroad Road and Main- reviewing due to the position of reflection
- f. Community Relations: Chair CM Patrick Miller Co-Chair CM Antony Franco
  - Newsletter
- g. Parks & Recreation: Chair CM Anthony Franco Co-Chair CM Patrick Miller
  - Christmas Tree Lighting and Caroling (December 8 at 4:30pm)

**VIII. Citizens Comments & Participation:**

**IX. Motion to Recess for Executive Session:**

**X. Motion to Convene Executive Session:**

**XI. In accordance to 29 Del. C. §10004 (b) (4) the Town Council will be meeting in executive session to discuss legal matters consisting of acquisition of parcels in town limits and other matters of potential litigation.**

**XII. Motion to close Executive Session & Re-Convene Council Meeting:**

**XIII. XII. Adjournment:**

---

Please note that this is a Council Workshop. The main function is to set the agenda and prepare for the next Town Council meeting. Some business may be conducted by Council if required. The agenda items as listed may not be considered in sequence. This agenda is subject to change to include the addition or deletion of items, including executive sessions.

posted 11 /27/ 19 JDW